



DPS-FORENSIC SECTION CHIEF

Characteristics of Work

This is an advanced supervisory position located at the central laboratory. This position is responsible for the administrative and technical oversight of assigned discipline(s). Duties include but are not limited to administration of the Performance Appraisal System for subordinate personnel; developing, evaluating and implementing new technical policies and procedures; planning workload, workflow, deadlines, work objectives and time utilization with area personnel; researching and implementing new technology; presenting expert testimony in courts of law; and coordinating the training and professional development of area personnel. Supervision is received from the appropriate Forensic Division Coordinator. The omission of specific statements does not preclude administration from assigning specific duties not listed herein if such duties are a logical assignment to the position.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Determines work schedules of subordinates.

Develops appropriate, equitable duty statements and performance levels for use in the review process for area employees.

Consults with investigating officers, officials of courts of jurisdiction, and others involved in criminal cases.

Responsible for developing, evaluating and implementing new technical policies and procedures.

Coordinates caseload management within and between sections.

Maintains appropriate quality assurance measures as required by the operational policies of the Laboratory and in cooperation with the Quality Manager.

Supervises the daily operations of assigned section to ensure the efficient, effective use of resources and personnel.

Coordinates the training and professional development of subordinate personnel.

Researches and implements new technology.

Implements or initiates scientific analyses or examinations upon evidentiary material to include items processed as a function of quality assurance procedures.

Presents expert testimony in courts of law.

Communicates on a regular basis with employees both individually and in section meetings.

Related or similar duties are performed as required or assigned.

Minimum Requirements

For positions in the disciplines of Toxicology, Controlled Substance Identification, Fire Debris Analysis, Trace Evidence, and Implied Consent:

A Bachelor's Degree from an accredited four-year college or university in chemistry or in one of the natural sciences, or forensic science and a minimum of twenty-four (24) semester hours of chemistry to include analytical chemistry and twelve (12) years work experience in one or more of the above disciplines.

For positions in the disciplines of Latent Prints, Questioned Documents, Firearms and the Technical Assistant Unit:

A Bachelor's Degree from an accredited four-year college or university in criminal justice, forensic science or other directly related field and twelve (12) years of work experience in one or more of the above disciplines.

OR

Only for the disciplines of Latent Prints, Questioned Documents, Firearms, and the Technical Assistance Unit.

Graduation from a standard four-year high school or equivalent (GED) and sixteen (16) years of work experience in one or more of the above disciplines.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

Special Qualifications (as determined by the employing agency:)

Each applicant must possess forensic certification from a recognized forensic certification program specific to their discipline.

Must possess certification or be eligible for certification to conduct independent case work by the Mississippi Crime Laboratory.

Must possess certification or be eligible for certification as an instructor by the Board of Law Enforcement Officer's Standards and Training.

Possess documented training in supervisory or management skills.

Required Document: Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required course work.